

SECRET

14 AUG 1964

Cable Secretariat
Standing Operating Procedure

CABLE DISSEMINATION
1964

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EX/DIR REQUIREMENTS

1. **MISSION:** The Executive Director-Comptroller is responsible for overall management of the Agency and of the Office of the Director; for coordinating component activities; for directing the budget, program analysis, and manpower functions of the Agency; and for performing such other duties as may be assigned by the Director and the Deputy Director. The Executive Director-Comptroller is charged with ensuring necessary action by the proper component on decisions of the Director and the Deputy Director; with overseeing internal management; and with ensuring coordination of component activities. He ensures that all components are kept advised of policy decisions or intra-governmental actions affecting them, and he reviews all papers requiring action by the Director or Deputy Director. As "Chief of Staff" of the Agency, the Executive Director-Comptroller acts for or in the absence of the Director and the Deputy Director in exercising his directive and approval authority.

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